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## Lucas County Information Services Checklist for Hardware/Software/Services

Department: Lucas County Sheriff

Funding  
Account &  
Description1010-1660-530100 General Fund  
Equipment Account.

Requestor: Kevin Helminski

Req. Date: 09/05/2013

Vendor:

CDW-G

☒ State Term Contract ID NJPA**Type of Request (check all that apply):**☒ Hdw ☐ SW ☐ Services/New☒ Purchase ☐ Lease ☐ Subscription☐ Services/Support Renewal  
Original Purchase DateDescription or  
Nature of Request  
and for whom this  
is intended:

Lucas County Sheriff intends to purchase HP Deskjet 1010 Printer/Memory card reader to be used by Brad Bartja.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
HP Deskjet 1010 Printer	M836044	90 days	1	\$ 36.38		\$ 36.38
USB Memory Card Reader	M836044	90 days	1	\$ 5.38		\$ 5.38
Freight	M836044		1	\$ 9.45		\$ 9.45

Total Request \$ 51.21

**Business Reason or Justification:**

Printer will replace the current used by D/S Brad Bartja who is assigned to Building Security duty at 701 Adams, CSEA/Child Support Enforcement.

**Lucas County Information Services  
Checklist for Hardware/Software/Services  
Page 2**

**Planned Location:**

Desktop

**If Other please specify:**

**Network Connection Required?**

☐ Yes ☒ No ☐ N/A

**LCIS installation assistance needed?**

☒ Yes ☐ No

**Date:**

**LCIS on-going support required?**

☒ Yes ☐ No ☐ N/A

**ITB or RFP completed?**

☐ Yes ☐ No ☒ N/A

**LCIS Management review completed?**

☒ Yes ☐ No

**Exclusion**

**DP Board Approved?**

☐ Yes ☒ No

Less than \$7,500

**Exclusion**

**Date of Approval:**

09/05/2013

**Comments:**

Reviewed and prepared by Jeremy Burnat.  
Reviewed and approved by Cindy Waldmannstetter.

*Cynthia Waldmannstetter*  
9.5.13



# SHERIFF JOHN THARP LUCAS COUNTY

1622 Spielbusch Avenue  
Toledo, OH 43604-5330

September 5, 2013

Mike Butler  
Lucas County Information Services  
One Government Center, Suite 600  
Toledo, OH 43604

Subject: Purchase of Printer

Dear Mr. Butler:

The Lucas County Sheriff's Office intends to purchase an HP Deskjet 1010 Printer.

This unit will replace the current unit used by D/S Brad Bartja who is assigned to Building Security duty at 701 Adams, CSEA/Child Support Enforcement.

The quote for this item is attached.

We will be utilizing funding from our 1010-1660-530100 General Fund Equipment Account.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Helminski".

Kevin Helminski  
Director of Finance & Operations  
Lucas County Sheriff's Office



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Right Away.™*

www.CDWG.com  
800-808-4239

# ORDER PROPOSAL

ORDER NO.	ACCOUNT NO.	DATE
M836044	8493613	8/27/2013

B LUCAS COUNTY SHERIFF  
I 1622 SPIELBUSCH AVE  
L  
L ACCTS PAYABLE  
T TOLEDO, OH 43624-1330  
O

Customer Phone # 4192134520

S LUCAS COUNTY SHERIFF'S OFFICE  
H 1622 SPIELBUSCH AVE  
I  
P KEVIN HELMINSKI  
T TOLEDO, OH 43604  
O Contact: KEVIN HELMINSKI

Customer P.O. # 082713/KH

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
SEAN BERGQUIST 877-325-3701	FEDEX Ground	Net 30 Days-Govt S	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	3108230	HP DESKJET 1010 PRINTER Mfg#: H-P-CX015A#B1H Contract: MARKET	36.38	36.38
1	2431912	IOGEAR SD/MICROSD/MMC CARD READER Mfg#: IOR-GFR204SD Contract: MARKET	5.38	5.38
SUBTOTAL				41.76
FREIGHT				9.45
SALES TAX				.00

Terms and Conditions:  
<http://www.cdwg.com/content/terms-conditions/default.asp>

TOTAL ➡ US Currency  
51.21

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
General Phone: 847-371-5000 Fax: 847-419-6200  
Account Manager's Direct Fax: 312-705-8283

Please remit payment to:  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515